

3 APR 1979

OFFICE OF FINANCE NOTICE NO. 1-79

SUBJECT: MF Grievance System

STATINTL REFERENCES: (a)
(b) DDA Personnel Handbook, Section IX.

RECISSION: OFN 5-TQ

A. GENERAL

This notice summarizes the reference procedures which are available for MF personnel to follow in seeking satisfaction or resolution of grievances.

B. DEFINITION

1. A grievance is an oral or written request by an employee for relief from dissatisfaction with career problems, working conditions, or other matters which affect the employee personally and which are subject to the control of Agency management.

2. Grievances shall not include the content of published Agency policy or any matter for which an independent channel has been established by statute or regulation for adjudication; any judgment of a Personnel Evaluation Board or Panel in ranking or selecting employees for promotion on the basis of merit, unless the grievant can demonstrate with clear and convincing evidence that the record under consideration was significantly deficient; or any non-adoption of an employee suggestion or any disapproval of an honorary or discretionary award. The Inspector General will review questions that may arise regarding whether a particular grievance falls under these exclusions.

C. POLICY AND PROCEDURES

STATINTL 1. Employees are encouraged to communicate regularly with their first-line supervisors relative to job performance, career development, and working conditions. Employees are expected first to seek solutions to grievances informally through consultations with supervisors, the Administrative or Executive Officer or the Director of Finance. An employee dissatisfied with attempts to resolve a grievance within the Office of Finance may submit the grievance orally or in writing to the DDA Grievance Officer in accordance with When grievances relate to matters under the jurisdiction of other Agency Components, appropriate officials in those components may be consulted. In addition, employees may request the

Director of Personnel's advice and guidance concerning grievances.

2. Normally, grievances will be presented in accordance with the above procedures; however, a grievance may be submitted directly to the Director or Deputy Director of Central Intelligence. Grievances may also be submitted to the Inspector General as specified in

STATINTL

3. An employee with a grievance will not be vulnerable to or suffer any reprisal as a result of efforts to use established grievance channels as set forth above. If there is any apparent attempt by a supervisor to retaliate against an employee as a result of the latter's efforts to seek redress of felt grievances through established procedures, the supervisor's action will be subject to prompt and critical review. Any evidence of such retaliation should be sent immediately to the attention of the DDA with a copy to the Director of Finance.

Edward L. Sherman
Director of Finance

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